

6 FAM 1230 ACQUISITION OF SUPPLIES AND SERVICES

6 FAM 1231 GENERAL

6 FAM 1231.1 Responsibilities

(TL:GS-1114; 5-16-88)
(State Only)

See 6 FAM 211.1 .

6 FAM 1231.2 Acquisition Methods

(TL:GS-1114; 5-16-88)
(State Only)

See 6 FAM 211.1 .

6 FAM 1231.3 Definitions

(TL:GS-1114; 5-16-88)
(State Only)

See 6 FAM 211.3 .

6 FAM 1231.4 GSA Customer Supply Center

(TL:GS-1114; 5-16-88)
(State Only)

The GSA Customer Supply Center carries commonly issued supplies and equipment stocked for issue to all Government agencies. Quantities are limited through this service. (See 6 FAM 1233 .)

6 FAM 1232 REQUISITIONING PROCEDURES

(TL:GS-1114; 5-16-88)
(State Only)

See 6 FAM 212 .

6 FAM 1233 TYPES OF INTRADEPARTMENTAL REQUISITION FORMS

(TL:GS-1; 8-22-91)
(State Only)

a. The following forms are to be used to make intradepartmental requests for supplies, equipment, or nonpersonal services:

Requisition Form	First Action Unit
(1) Form OF-263, Requisition for Equipment, Supplies, Furniture, Furnishings, or Services for:	
(a) GSA Stock Items	A/OPR/ST/S/SL
(b) Telephone Services and Building Maintenance Services	A/OPR/FMSS/T
(2) Form DST-1089R, Requisition for Equipment, Furniture, Supplies, Etc.	A/OPR/ACQ
(3) Form DS-1141, Project Request	DS/IMIS/OIS/PS/GP
(4) Form DS-5R, Requisition for Reproduction and Distribution Services	DS/IMIS/OIS/PS

b. These forms are to be submitted to the action unit indicated, in accordance with the applicable section of Chapters 1200, Supplies and Equipment; 1300, Publications and Related Services; and 1900, Miscellaneous Services; and the A/OPR/ST Requisitioning and Supply Guide.

6 FAM 1234 SOURCES OF SUPPLY

6 FAM 1234.1 Expendable Supplies

(TL:GS-1; 8-22-91)
(State Only)

a. The GSA Customer Supply Center is the primary source of supply for expendable common-use administrative supplies, and supplies are issued at the prices shown in the CSC Catalog. This is a call-in system that allows purchase of small quantities of any items listed for official use only, and the items are either picked up or delivered to the appropriate office. **Under no circumstances are personal cash sales allowed.**

b. The GSA stock program provides customer agencies with a large variety of general-use merchandise and many items of special application through a network of wholesale distribution centers. When ordering by this method, FEDSTRIP use is mandatory. This area of GSA provides items other than those found in the CSC catalog and prefers supplying items in bulk, although single items can be purchased. Requisitions for items found in the GSA Supply Catalog should be directed to A/OPR/ST/S/SL for processing.

c. Requests for expendable supplies not obtainable through the Federal Supply System should be submitted to the Office of Acquisition (A/OPR/ACQ) or, if applicable, your bureau's contracting office.

d. In imprest fund (petty cash) purchases, funds shall only be utilized in cases where **small** purchases (under \$500) are needed to satisfy requirements that cannot be foreseen or cannot be obtained from government sources. These funds can also be utilized on an emergency basis to supplement material obtained from government sources, but such purchases and quantities shall not exceed **immediate needs**.

6 FAM 1234.2 Nonexpendable Supplies (Furniture and Furnishings)

(TL:GS-1; 8-22-91)
(State Only)

a. A/OPR/ST/S/SC maintains a stock inventory of executive furniture items commonly used by Department offices. Requisitions are submitted to that office prior to purchasing via other methods. If an item is temporarily out of stock and no suitable substitute is available, the requisition will be held until the item is received and is available for distribution. Items supplied from stock are billed through the Working Capital Fund.

b. Requests for office furniture should be submitted to A/OPR/ST/S/SC on Form OF-263, Requisition for Equipment, Supplies, Furniture, etc. Requests for executive furniture must include the following informations:

(1) The name, position title, and grade of the individual to whom the furniture is to be assigned;

(2) A full explanation of the need for the furniture; and

(3) Certification that within the organization there is:

(a) No excess executive furniture; and

(b) Nor has any executive furniture been assigned contrary to the criteria established in 6 FAM 1255.1 .

c. Requests for furniture and furnishings other than those stocked by the Department should be sent to A/OPR/ACQ and must include the data indicated above as well as a detailed explanation of why furniture items stocked by the Department cannot be utilized. Based on justification provided, items carried in stock by A/OPR/ST may be substituted in lieu of procurement.

d. Imprest (petty cash) funds cannot be utilized to purchase any nonexpendable items (see 6 FAM 1252.2).

6 FAM 1234.3 Special Categories

6 FAM 1234.3-1 Office Copiers

(TL:GS-1; 8-22-91)
(State Only)

Requests for office copiers are sent directly to DS/IMIS/OIS/PS. (See 6 FAM 1342.2 .)

6 FAM 1234.3-2 Filing Equipment

(TL:GS-1; 8-22-91)
(State Only)

a. Controls on Purchases:

All requisitions for filing equipment (refinished bar lock cabinets, card index, MOSLER security containers and filing cabinets, etc.) are sent to the Foreign Affairs Information Management Center (DS/IMIS/OIS/RM) for review. Requisitions for filing cabinets are subject to special economy measures. The President's 1965 moratorium on purchase of filing cabinets has been reinforced by two subsequent Presidential directives in 1966 calling for reduction in procurement costs and requiring energetic disposal of unneeded files. In addition to Form OF-263, Requisition for Equipment and Supplies, DS/IMIS/OIS/RM requires that special justification be sought for filing equipment through Form DS-1735, Authorization for Additional Filing Equipment.

b. Guidelines for Reducing Files:

The continuous and energetic reduction of nonessential files is the responsibility of all offices. When additional file containers (file cabinets and combination safe files) are needed, defer requisitioning until the following steps have been taken:

(a) Reduce office files by retiring inactive records to the Records Services Center (DS/IMIS/OIS/RSC);

(b) Dispose of records authorized for destruction in accordance with an approved disposal schedule;

(c) Fully utilize all file containers, including the top and bottom drawers;

(d) Remove from filing space all extraneous items, such as supplies, personal property, and decorations;

(e) Survey filing equipment within each office to determine if present equipment can be redistributed;

(f) Use DS-approved safe files for Top Secret material only. **(Unclassified, sensitive, valuable, and Limited Official Use papers of a lower classification may be so housed only to the extent that they do not establish a need for additional safe files);**

(g) Install barlocks and DS-approved padlocks on files for Secret and below; and

(h) Eliminate requests for any filing equipment desired for improving appearance, office decor, status elevation, etc.

c. Technical Assistance:

Offices anticipating major continuing needs for requisition of additional filing equipment, after application of the guidelines in subparagraph b above should seek technical assistance from DS/IMIS/OIS/RM well in advance of the equipment requisition or before the need becomes critical. DS/IMIS/OIS/RM may provide additional disposal authorizations, obtain shortened retention periods for voluminous files, or offer suggestions for conversion to microfiche or other formats.

**6 FAM 1235 THROUGH 6 FAM 1239
UNASSIGNED**

